

27 FEB 1958

MEMORANDUM FOR: Director of Security
Chief, Medical Staff
Chief, Central Cover Branch

SUBJECT: Attached Proposed Notice Regarding Inquiries
Concerning Former Employees

1. We are proposing the publication of the attached notice to ensure that supervisors within the Agency are aware of the desirability of handling inquiries concerning former employees through a central point. We are not proposing any change in the procedure for coordinating with your respective offices as appropriate in responding to such inquiries but do want to make sure that conflicting statements are not inadvertently released by other elements of the Agency.

2. I would appreciate your reviewing this draft and giving me your comments or suggestions as soon as possible.

[s] Gordon M. Stewart

Gordon M. Stewart
Director of Personnel

Attachment

Distribution:

- 2 - Each addressee w/atts - C/MS
- 1 - C/POD/OP
- 1 - C/PPS/OP
- 1 - D/Pers Reader Chrono
- 1 - Suspense copy

REV	12	REV DATE	22-6-81	BY	ovc/17
SAIG COMP		ORI	32	TYPE	01
ORIG CLASS	4	CLASS		REV CLASS	4
JUST		NEXT REV		AUTH	NR 10-2

MAH 800W

MAH 10 50 AM '58

OFFICE OF PERSONNEL

~~CIA INTERNAL USE ONLY~~

1957

TAB